


The NEW Resume Builder & ANSWER Tool

Welcome to the NEW Resume Builder / ANSWER tool! The new Resume Builder modernizes, simplifies and shortens the application process. The new tool combines both the Resume Builder and the Applicant Notification System Web Enabled Response (ANSWER) into one application providing a number of benefits to applicants.

Users with existing Resume Builder and ANSWER accounts should log in as "Registered Users" when first accessing the new Resume Builder/ANSWER application. You will be prompted to verify/update your registration information.


Enhancements and features of the new Resume Builder / ANSWER:


**Is my resume in the new Builder?**


Your resume will not appear in the new builder, but is not affected in the central resume database. Meaning, a resume is still on file for you in our database but you will need to build a new resume to make any changes.

- Army Civilian Resume Builder and ANSWER now together under one login process.
 - Capability to toggle between Resume Builder and ANSWER.
 - User friendly/Menu driven - no more scrolling down one long page.
 - Enhanced copy, cut, and paste capability - able to copy from ANSWER and paste into Resume Builder.
 - Worksheet formats available for work experience, education and additional information - puts information in proper format.
- New job experience entries will automatically be entered at the beginning of the resume.
 - One large box for job experience versus six individual boxes - allows for more flexibility.
 - Up to 12,000 characters for job experience description.
 - Status tracking enhanced - only last 25 entries displayed, with option to view more.
 - Enhanced "Help Menus" available for applicant's use.


To access a copy of your current resume:

1. **Click the Login Button**  located on the main page under the Registered Users section.
2. **Enter your SSN** in the User ID (SSN) field. Enter Digits only, no spaces or hyphens.
3. **Enter your password** in the Password field. This is the same password set for the old resume builder.
4. **Click Login.**

The Registration page is displayed. Please review the information on the screen, and correct/complete any fields necessary.
5. When finished **click the Register button**  located at the bottom of the screen.

**Has my login information changed?**


The new Resume Builder / ANSWER tool now uses your SSN as your User ID. Your password is the same as what you used for the old Resume Builder.

6. The Resume Builder / ANSWER Main page is displayed. **Click the Go to ANSWER link** . The ANSWER portion will open in a new window.



7. **Click View Resume.** The current resume you have on file will be displayed on the screen.
8. **Highlight the text of your resume on the screen.** To do this simply left click at the top of where your resume text begins, hold the left mouse button down while you move the mouse. Notice that the text you have selected is highlighted in blue. Once you have highlighted all portions of your resume text release the left mouse button.
9. **Right Click** on the screen
10. **Select Copy** from the menu options that appear.
11. **Open up a new document in a Word Processing** application such as Microsoft Word or Word Perfect.
12. **Right click** anywhere within the Word Processing document.
13. **Select Paste** from the menu that appears.
14. **Save the document** you pasted your resume text into.

You can now use this document to paste your resume information into the New Resume Builder. To Build your Resume, select the Create / Edit Resume from the Resume Builder / ANSWER main menu. For detailed information on how to build your resume by copying and pasting information from a separate location view the Online Help or the User Guide for Resume Builder.

**Have more questions, want more answers?**

Review the Frequently Asked Questions for the new Resume Builder / ANSWER tool located in the FAQ section of the Employment Site. You can access them by going to <http://acpol.army.mil/employment> and clicking on FAQ's.